

Approved For Release 2000/05/08 : CIA-RDP78-03952A000200050001-6

## OFFICE OF JOINT COMPUTER SUPPORT

TRAINING

INSTRUCTION 18-1-76  
30 March 1976CONTRACTED TRAINING1. Purpose

The purpose of this Instruction is to define the policy and procedures in OJCS for contracting for OJCS sponsored external training for Agency employees.

2. Definition

The contracted training covered by this Instruction is limited to those courses sponsored by OJCS, whether EDP related training for OJCS and other Agency employees or training of a non-EDP nature for OJCS employees only. These courses are normally conducted at a CIA facility, but may be conducted at a site arranged by the contractor.

3. Policy

OJCS will contract for training when this is determined to be a reasonable method of providing needed training for OJCS employees or other Agency employees served by OJCS. Contracted training will be budgeted under Subobject Class 2543, ADP Contractual Services. User Support Division, through the EDP Training Branch, will be responsible for planning, budgeting, and coordinating training contracted by OJCS.

4. Procedures

- a. Beginning with FY 1978, User Support Division (USD) will plan and budget for all training contracted by OJCS. Until FY 1978, training which pertains to a single Division of OJCS will be obligated from that Division's 2543 budget allocation.
- b. Chief, EDP Training Branch, will serve as a training consultant to OJCS, providing OJCS managers advice on means of obtaining needed training.
- c. OJCS components which anticipate training which may require contracting with an external source, should inform USD in advance of the budget cycle.


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d. Effective 1 April 1976, all proposed contracts and procurements for training will be coordinated in advance with Chief, EDP Training Branch, USD, to ensure that the proposal is a reasonable method of obtaining needed training, and then forwarded to Director, OJCS, for approval.

e. External training requested and attended on an individual basis by OJCS employees, will continue to be budgeted under Subobject Class 2515, External Training. This training will continue to be requested and processed using Form 136, Request for External Training.

STATINTL



Director of Joint Computer Support

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